

<b>Process Name:</b> Payroll		<b>Process Identifier:</b> PY	
<b>Sub-Process Name:</b> In Lieu Of		<b>Sub-Process Identifier:</b> PY-8	
<b>Sub-Process Purpose and Objectives:</b> The In Lieu of Process is used to produce checks and deposit advices for the replacement of lost items.			
<b>Sub-Process Description:</b> The agency prepares the request and forwards to Payroll for review and approval. If the item is a deposit advice, the request is processed and the new deposit advice is distributed to the agency for distribution to the employee. If the item is a check, payroll prepares a stop payment transaction, and then reissues the check. The check is held until the stop payment is effective. Then Payroll forwards the new check to the agency for distribution to the employee. A record indicating the new check number is entered into the ARP system by Payroll.			
<b>Sub-Process Trigger(s):</b> <ul style="list-style-type: none"><li>Lost paycheck or deposit advice</li><li>4<sup>th</sup> working day after payroll</li></ul>		<b>Key Sub-Process Participants:</b> <ul style="list-style-type: none"><li>Treasury</li><li>Employee</li><li>Agencies</li><li>Payroll</li></ul>	
<b>Inputs:</b>			
<b>Input</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Suppliers</b>
Request from agency	Paper document	20/pay period	Agency
<b>Outputs:</b>			
<b>Output</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Recipients</b>
Paycheck	Paper	20/pay period	Employee
Stop payment	Fax	20/pay period	ARP
Deposit advice	Paper	3/pay period	Employee
In Lieu of notification	Electronic interface	20/pay period	Treasury
<b>Performance Measures Tracked:</b>			
<b>Measure</b>	<b>Approx. Value</b>		<b>Target Value</b>

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<b>Laws, Regulations, and Policies That Govern Sub-Process:</b> none	
<b>Current Sub-Process Issues/Problems:</b>	
<b>Improvement Opportunities:</b>	
<b>Opportunity</b> <i>Merge cells to link one Opportunity to multiple impacts)</i>	<b>Organizational Impacts</b> <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>
<b>Applications that Support the Sub-process</b>	
<b>Application Name(s)</b> <i>(Internal name and vendor's name)</i>	<b>Technology Description</b> <i>(Programming vendor, language, platform, database, etc.)</i>
SEIS	See PY-1

